

## COVID-19 Equality Analysis Tool

The outbreak of COVID-19 has triggered an unprecedented rate and scale of organisational change in the UK, with all industries and sectors needing to take rapid and often fluid decisions to respond to the many different impacts of the virus on the economy, on employment, on access to care and services and on society more generally. It remains vital though, that those who are frequently the most disadvantaged in society do not take a 'double hit' from decisions taken to mitigate the impacts of COVID-19 having an adverse impact on protected groups. Now, more than ever, having due consideration of equality for Manchester's most vulnerable and disadvantaged people is of paramount importance.

This short equality analysis tool aims to help you to consider and record how equality issues relate to your COVID-19 response activity. It aims to be easy to complete so as not to delay the rapid turnaround on decisions and activities required at this time, whilst ensuring that equality matters are not de-prioritised and remain central to the way that Manchester responds.

The tool will help you to:

1. Assess whether a proposed response (a new service, a change in business as usual etc.) is relevant to our equality duties and / or different groups in Manchester
2. Identify what the potential impacts of the activity will be for different communities
3. Highlight what actions could be taken to mitigate any negative impacts that you identify

If you need any help or support with this tool, please let your Directorate contact in the Equality, Diversity and Inclusion Team know as soon as possible:

<b>Directorate</b>	<b>Nominated EDI Team Lead</b>
Corporate Core	Keiran Barnes – 07989 148 324 <a href="mailto:keiran.barnes@manchester.gov.uk">keiran.barnes@manchester.gov.uk</a>
Children's Services	Lorna Young – 07904 679 204 <a href="mailto:l.young2@manchester.gov.uk">l.young2@manchester.gov.uk</a>
Adults Services	Sofia Higgins – 07989 162 966 <a href="mailto:Sofia.higgins@manchester.gov.uk">Sofia.higgins@manchester.gov.uk</a>
Neighbourhoods and Growth & Development	Ryan Lamey-McArthur – 07788 978 726 <a href="mailto:r.lamey-mcarthur@manchester.gov.uk">r.lamey-mcarthur@manchester.gov.uk</a>

## Guidance for officers

### Roles and responsibilities

- The service managing the activity is responsible for completing an equality analysis on it and should start this at the earliest opportunity
- The Head of Service is responsible for quality assuring and approving the equality analysis and will need to do this at the earliest opportunity as the activity is being developed
- The Strategic Director is ultimately responsible for the equality analyses completed in their service area as these are public documents completed in line with our statutory responsibilities
- The Equality, Diversity and Inclusion Team (EDI Team) is responsible for quality assurance, help and guidance on equality analyses

### Gathering your evidence

When developing your COVID-19 response activity, consider which vulnerable or disadvantaged groups might be the most affected. These will include the groups protected by the Equality Act 2010, but may also include other vulnerable groups in society. Have a think about impact on:

People in different age groups, like older people, young people and children	People with continuing health conditions, especially those who are 'at risk' or 'shielded'
Disabled people (including consideration of mental health issues)	People with caring responsibilities
People of various faiths, religions and beliefs	Trans people, non-binary people and other consideration of gender identity
Married people and people in a civil partnership	Homeless people
Ex-Armed Forces personnel and their families	People of either sex, with consideration of women during periods of pregnancy and maternity
Different racial groups	Lesbian, gay and bisexual people and other consideration of sexual orientation
Children, families and other people living in poverty	Any other groups you identify as relevant to the activity

When you're gathering evidence for your equality analysis, think about:

- What relevant service-level information is available and where can I get it from?
- Is there evidence from other sources that I could use, like websites, research reports, Census data or advice from independent commissions (i.e. Equality and Human Right Commission)?
- Has there been any engagement with stakeholders that I can draw evidence from, or might I need to do this?

### **Completing the tool**

The tool has a few tips to help you as you fill it in, but a few things to remember are:

- Make your points clearly and concisely; don't copy and paste whole sections of other reports into this tool
- Signpost to other sources of information if they're relevant
- Use plain English and avoid abbreviations, jargon or technical terms
- Clearly show the link between your findings and the evidence that supports them
- Highlight whether the impacts that you identify are positive or adverse. If adverse, indicate whether the proposal can be adjusted to prevent the impact. Seek support from the Head of Service to assess what adjustments could be considered.
- If there is a justifiable reason why the proposal can't be adjusted, clearly outline why and what the implications of this would be. This will help decision-makers reach well informed conclusions.
- Remember that impacts can be on all groups, some or one. An adverse impact on one characteristic is no less significant than impacts for all groups.

## COVID-19 Equality Analysis Tool

Tell us about your service

My Directorate	
My Service	
My team / section	
The name of the activity being analysed	
Is this a new service or a change to an existing one?	
Who is completing the assessment?	
Who is the lead manager for the assessment?	

Tell us about the CV19 response activity you're analysing

Briefly describe the main aims and objectives of your activity, outlining at a high level if it has implications for other areas of the Council's work and how / if it supports the Council's wider response to CV19.

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**TIP:** briefly summarise the key points and keep your answer under 500 words.

**TIP:** try not to duplicate information that's available elsewhere; you can easily use this space to signpost to other sources of background information instead of rewriting them here.

Analysing the impact on equality

Will the CV19 response activity you're analysing... (Tick all that apply):

Remove or minimise disadvantages suffered by individuals or groups because of their characteristics	
Meet the needs of people from protected or disadvantaged groups where these are different from the needs of other people	
Promote diversity and encourage people from protected or disadvantaged groups to participate in activities where they are underrepresented	

Describe how you've reached your conclusion and what evidence it's based on (200 words max).

Considering which group/s you have identified the activity as being relevant to, complete the table below. Be brief with your answers and only complete them for the group/s relevant to your activity.

	<b>1. What is the impact of your proposal on this group?</b>	<b>2. What evidence have you used to reach this assessment?</b>	<b>3. What actions could be taken to address the impacts?</b>
Age (older people)			
Age (children and young people)			
Carers			
Continuing health conditions			
Disability			
Faith / religion / belief			
Families living in poverty			

Gender identity / Trans			
Marriage / civil partnership			
Homelessness			
Ex-Armed Forces			
Pregnancy / maternity			
Race			
Sex			
Sexual Orientation			
Any other (please list)			

**QUESTION 1 TIP:** think about 1) whether the activity removes or minimises disadvantage for this group, 2) whether it meets their needs that are different from other people's and / or 3) whether it promotes diversity / encourages participation.

**QUESTION 2 TIP:** evidence could include customer profile data, demographic information, research, or engagement and consultation outcomes

**QUESTION 3 TIP:** think about the extent to which the proposal meets our equality duties and whether this should or could be improved.

### Head of Service Approval

Your completed analysis needs to be signed off by your Head of Service to approve it.

<b>Name:</b>		<b>Date:</b>	
<b>Job title:</b>		<b>Signature:</b>	